

**BY ORDER OF THE COMMANDER  
HEADQUARTERS, 377TH AIRBASE WING (AFMC)  
KIRTLAND AIR FORCE BASE, NEW MEXICO 87117**

**KIRTLAND AFB INSTRUCTION 33-303**

**1 JUNE 1999**

***Communications and Information***

**KIRTLAND COPIER CONTRACT POLICY**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AF Policy Directive 33-3, Information Management and DODD 5330.3/Air Force Supplement, Defense Automated Printing Service (DAPS). This instruction shall serve as the authority for an individual to serve as the appointed liaison for Kirtland Air Force Base and its units and the Defense Automated Printing Service (DAPS). It lists the responsibilities, functions, relationship, and authority for the wing liaison and establishes requirements for units requesting a new copier or upgrade of their existing copier.

**1. Justification for Copiers.** Wing units requiring a new copier or an upgrade in features to their existing copier must submit a written justification to 377 CS/SCSP. All requests must include the following information:

- 1.1. Location of other copiers in the area and the reason those copiers cannot be used to satisfy mission requirements.
- 1.2. Estimated monthly volume (number of copies you expect to make each month).
- 1.3. Meter reading of existing copier (upgrades only).
- 1.4. Specific justification for each added feature, i.e., automatic document feeder; 10-bin sorter; and/or duplexing (two-sided copying).
- 1.5. A paragraph giving complete justification for the copier. Include any information that will strengthen your request.
- 1.6. Include statements indicating the mission impact if your request is disapproved.

(NOTE: 377 ABW units cannot purchase their own copiers. They must use the Base Copier Contract which DAPS manages.)

**2. Requesting Official.** The appropriate group commander must sign the request for a new copier or upgrade.

**3. 377 CS/SCX Responsibilities.** SCX will track billing and budget to fund the copier contract and ensure DAPS is paid each month in a timely manner.

**4. Wing Copier Contract Liaison Responsibilities.** The 377 ABW Commander or his/her representative will designate an individual as the 377 ABW Copier Contract Liaison.

4.1. The contract liaison will coordinate with Defense Automated Printing Service (DAPS) to:

4.1.1. Ensure the 377 ABW receives their monthly billing from DAPS in a timely manner. Monitor billing monthly for any changes in costs, upgrades, or moves. After the liaison reviews and verifies the billing for accuracy, he/she will forward it to the 377 CS/SCXF for action.

4.1.2. Ensure DAPS provides a copy of the written request for all 377 ABW unit upgrades to liaison. Validate all requests for copier upgrades and ensure they justify the upgrade. Use the average copies per month as a guide for justification. The copier contract has a listing of band numbers for each type of copier and the maximum number of copies that should be reproduced on the copier monthly.

4.1.3. Maintain a record of all transactions between DAPS and 377 ABW. Record will include copiers currently in use (including copier number, model number, band number and cost) and their locations (including building and room number).

4.1.4. Review and monitor the copier contract annually. Ensure that no contract changes are made without the liaison's approval. Notify SCXF if any revisions will affect 377 ABW allocated funding.

4.1.5. Review DODD 5330.3/Air Force Supplement, Defense Automated Printing Service (DAPS), if questions or issues arise on AF policy as they relate to the processes and procurement of printing, duplicating, and copying.

4.2. Upon receipt of a request for a copier, the liaison will evaluate request and submit recommendation through 377 SCS and 377 CS/CC to 377 ABW/CC for action/approval. The liaison will provide DAPS with a final decision for action as soon as it is received from the wing commander or his/her representative.

**5. Other Units Using the Copier Contract.** Units other than the 377 ABW using the copier contract will monitor and track any changes made to their portion of the contract during the year. They must provide the funding for any additions, changes, or upgrades to their copier requirements and must pay their portion of the contract directly to DAPS. Each time the copier contract is renegotiated, the liaison will consolidate requirements from all units using the contract to obtain the best price and value from the contractor.

**6.** Approval/Disapproval Authority. The 377 ABW Commander or his/her representative will be the final approving/disapproving authority for the expenditure of additional funds for all new equipment or upgrades to existing equipment for the wing.

GARY D. DILLS, Colonel, USAF  
Commander